
Creating Multiple Sections within the Same Semester

Course Builder is accessed by clicking the "*Create a new course*" link on an instructor's home page. This link is located at the bottom of the *My Courses* section.

● My Courses What's this?
To create a course for your students, click 'Create a new course' below!
Register for a course: <input type="text" value="Enter admit code."/> <input type="button" value="GO"/>
Create a new course

● My Account
Update my account profile
You have opted out from research studies.

Select "*Create a New Course from an Existing One*". When you select this option, you will copy a course that you have previously created. You have the option of copying the course exactly and in full, or you may elect to copy the course but change the scheduling information.

This option should *not* be used to copy courses from semester to semester. If the material used in your course has been updated in any way, your course copy will not contain the updates. This includes bug fixes.

Copying a course *should* be used in cases where you are teaching multiple sections of the same course in the same semester.

Copying a course does *not* copy the student roster, teaching assistants or scores. The new copy will have no registrations, just like any other newly built course.

If you elect to keep the same schedule, the only piece of information that will need to be provided is a new Course Key (since Course Keys cannot be duplicated). You will be reminded of the Course Key of the original course when you select one for the new course.